

## PRC “Soft” Services Reporting Categories and Service Definitions

July 1, 2001

### ATTACHMENT B

Categories and Service Sub-Categories	Service Definition	Participants \$ Spent	Optional Service Units / Outcomes
<b>I. Training, Employment and Career Advancement</b>			
1. Employment, Placement and Work Support Services	<p>Programs that offer general or specific strategies and skills for securing employment and career enhancement. These services may include but are not limited to</p> <ul style="list-style-type: none"> <li>! Vocational Assessment, Advice and Guidance</li> <li>! Evaluation of Aptitude, abilities and interests</li> <li>! Job Search and Placement</li> <li>! Job Preparation Skills such as job related personal social interaction and communication skills.</li> <li>! Job Mentoring, coaching</li> <li>! Employer mediation</li> <li>! Personal advice and guidance regarding home and financial management</li> <li>! Legal Services</li> <li>! Assessment, counseling and transitional support and counseling for people who have physical or mental health issues including substance abuse.</li> </ul>	<p>Number of Employed Adults Served; Number of Unemployed Adults Served; \$ Spent.</p>	<p>Number of assessments / counseling sessions conducted. Number of job placements. Number of matches made. Number of Service Units (Sessions or Hours) Number completing the program.</p>

<b>Categories and Service Sub-Categories</b>	<b>Service Definition</b>	<b>Participants \$ Spent</b>	<b>Optional Service Units / Outcomes</b>
2. Education and Training	Programs that provide instruction in fundamental learning skills to individuals regardless of their possession of a high school diploma or its equivalent. Includes programs such as high school equivalency education (GED), adult basic and literacy education, and study time. Emphasis is placed on basic reading, language and mathematics to strengthen functional skills in communication and computation. Degree-focused programs that provide opportunities for individuals who are beyond the compulsory school attendance age to acquire a higher level of knowledge, skills and specialization in their chosen area of interest within the framework of phased learning in a formal school setting. Programs that prepare people for specific types of employment by providing instruction or experience in utilizing the skills required for the performance of specific job-related tasks and the assumption of specific job-related responsibilities.	Number of Employed Adults Served; Number of Unemployed Adults Served; \$ Spent.	Number of Service Units (Hours Sessions number receiving GED) Number of Service Units (Enrollment/ Completion)
3. Transportation	Programs that provide transportation for employment and/or short-term transportation for training. May include use of tokens for public transportation, taxi or shuttle services, door-to-door services, etc. The service does not include direct payments to individuals which would be reported in CRIS-E.	Number of Employed Adults Served; Number of Unemployed Adults Served; \$ Spent	Number of Service Units (trips)
<b>II. Youth Education &amp; Support</b>			
1. Before/After School Programs	Programs that provide opportunities for children and youth to participate in a variety of structured or unstructured activities before and/or after the school day and whose purpose is to help youngsters develop their potential and grow into healthy, educated, responsible and productive adults in the future. Programs may include activities designed to transmit social values and customs, to facilitate learning, to elicit and stimulate leadership potential and to otherwise promote the growth and development of participants.	Number of Children / Youth Served \$ Spent	Number of Service Units (Sessions or Hours)

<b>Categories and Service Sub-Categories</b>	<b>Service Definition</b>	<b>Participants \$ Spent</b>	<b>Optional Service Units / Outcomes</b>
2. Family and Youth Intervention (includes truancy prevention, mentoring tutoring personal growth, peer support, lice eradication, counseling & linkage)	Programs that provide an assessment of the individual and/or family's needs and provide and/or coordinate the delivery of the necessary services which may include individual, group or family counseling, peer support, mentoring, counseling, supervised recreational activities, vocational guidance, tutorial services, lice eradication and supplemental referrals for other needs. May include educational strategies and practices including a variety of activities for youth who are at risk for not successfully completing school, transitioning successfully to adulthood or for behavior which is likely to involve them in the juvenile justice system. Includes activities to assist youth improve self-esteem, become aware of alternative ways of dealing with feelings and behaviors, take responsibility for the consequences of their actions.	Number of Children / Youth Served Number of Adults Served \$ Spent	Number of Service Units (Session or Hours)
3. Youth Workforce Preparation and Employment Programs	Programs that introduce people who are in the process of choosing an occupation to a variety of career and vocational options. Program may include: world of work awareness, labor market knowledge, occupational information, positive work habits, motivation, values clarification, career planning and decision making, problem solving skills, and job search techniques (resumes, interviews, applications, and follow-up letters). May encompass survival/daily living skills; positive work habits, etc. Programs that provide or assist young people ages 14-18, usually students, to obtain employment. May include summer youth employment programs.	Number of Children / Youth Served \$ Spent	Number of Service Units (Sessions or Hours worked)
<b>III. Child Welfare and Family Support</b>			

<b>Categories and Service Sub-Categories</b>	<b>Service Definition</b>	<b>Participants \$ Spent</b>	<b>Optional Service Units / Outcomes</b>
<p>1. Family Preservation/Support Services (includes home management services, post-adoption services, respite care)</p>	<p>Programs that provide services that augment and expand the protection, supervision, care and support that are provided through the primary family unit. May include: programs that provide a variety of short-term, intensive, home-based intervention services for families experiencing a crisis that is so severe that children are at imminent risk for placement outside the family setting, case management and counseling. Services, which are aimed at ameliorating the underlying causes of family dysfunction, are generally time-limited, of fairly short duration and available on a twenty-four hour basis. The objective of family preservation programs is to preserve the family as a unit and prevent unnecessary placement of the children in foster care, a group home, an inpatient substance abuse or mental health treatment program, a residential training school or other alternative living arrangement. Programs that provide classes, groups or other educational opportunities for parents or potential parents who want to acquire the knowledge and skills to be effective in their parenting role. May include topics such as anger management, conflict resolution, child development and discipline.</p>	<p>Number of children served Number of Adults Served \$ Spent</p>	<p>Number of Service Units. Number of children who remain in their own home versus those who are placed. (Sessions or Hours) Number completing the program</p>
<p>2. Family Reunification Services</p>	<p>Programs that identify families with children in foster placement whose prospects for successful reunification are good, provide the array of supportive services needed by the family to attempt reunification, supervise visitation in the home by the child, oversee trial placement with the family and provide whatever home-based services are required to facilitate permanent reunification. Services may include mental health and substance abuse counseling, home management instruction, parenting skills development, stress management, counseling, case management and tutoring. Programs that provide classes, groups or other educational opportunities for parents who want to acquire the knowledge and skills to be effective in their parenting role. May include topics such as anger management, conflict resolution, child development and discipline.</p>	<p>Number of children served Number of Adults Served \$ Spent</p>	<p>Number of Service Units. (Sessions or Hours) Focus on Number of children who return home versus children who remain in placement? Number completing the program</p>

<b>Categories and Service Sub-Categories</b>	<b>Service Definition</b>	<b>Participants \$ Spent</b>	<b>Optional Service Units / Outcomes</b>
3. Kinship Care/Navigator Services	Programs that provide information, referral and supportive services for relative caregivers, legal guardians or court-ordered legal custodians responsible for the day to day care of a minor child (not their biological child) residing with the caregiver. May include Kinship Navigator services including: identification of kinship caregivers, assessing needs, facilitating access to services, information and referral to appropriate providers (i.e. legal services, child care services, respite care services, training, support groups and financial assistance.) Some programs may also participate in the development of community services to meet the needs of the kinship caregivers. Programs that provide classes, groups or other educational opportunities for parents or potential parents who want to acquire the knowledge and skills to be effective in their parenting role. May include topics such as anger management, conflict resolution, child development and discipline.	Number of children served Number of Adults Served \$ Spent	Number of Service Units (Sessions or Hours) Number completing the program
4. Visitation Centers / Exchanges/Mediation Services	Programs that link people who have been ordered by the court or other responsible body to have their visits with minor children only in the presence of a neutral, responsible person with people who are trained to act as monitors either voluntarily or for remuneration. Also included are programs that provide this service directly. Programs that provide a neutral third person who facilitates discussion between the parties and aids them in making their own settlement decisions.	Number of children served. Number of Adults Served \$ Spent	Number of Service Units (supervised and unsupervised exchanges / visitations, mediation sessions)
5. Community Outreach	Use of billboards, print and broadcast media, and other general community information/awareness activities designed to inform a general or targeted population about community needs and services available. Often community outreach is designed to prevent problems or at least prevent community and individual conditions from becoming more severe.	\$ Spent	

Categories and Service Sub-Categories	Service Definition	Participants \$ Spent	Optional Service Units / Outcomes
<b>V. Community &amp; Economic Development</b>			
1. Community Planning and Organizational Development	<p>Programs which provide or support the work of committees and other groups that provide advice and guidance for public and private organizations that are responsible for the provision of human services/economic development; that assess existing conditions and problems; develop and assist in the implementation of specific strategies for meeting the human service / economic development needs of the community; and/or which assist community agencies and organizations to coordinate the provision of services in an efficient, non-duplicative way. Generally includes a collaborative approach to addressing specific community needs and problems. Programs that strengthen and support human service organizations, small businesses and other groups and enhance their capacity to deliver products and services by providing management/consulting services or technical assistance in the areas of program planning, development, administration and/or evaluation; or which relate to specific technical facets of operation including board development, community economic development, community organizing, conference planning, facility administration, fiscal administration, fund disbursement and allocations, fund raising, personnel management, public relations, resource system development, service planning / delivery or strategic planning.</p>	\$ Spent	

<b>Categories and Service Sub-Categories</b>	<b>Service Definition</b>	<b>Participants \$ Spent</b>	<b>Optional Service Units / Outcomes</b>
2. Employer Recruitment & Sustainment	<p>Programs that provide a variety of services and activities that are intended to stimulate the economy, expand (or retain) employment opportunities, encourage the establishment and growth of commerce and industry and otherwise enhance the economic development of the community. Programs may include job development activities including: collecting and distributing information about job opportunities and/or prospective changes in the demand for specific occupations, encouraging potential employers to create jobs, informing employers of available personnel and other global efforts to generate new job prospects. Programs that provide a variety of services and activities targeted toward employers that are intended to expand (or retain) employment opportunities for eligible individuals within a particular company or industry. Programs may include job development activities, collecting and distributing information about job opportunities and/or prospective changes in the demand for specific occupations, encouraging potential employers to create jobs, informing employers of available personnel and other efforts to generate new jobs and maintain current employees.</p>	Number of Adults Served Number of Employers Served \$ Spent	Number of Employer Contacts; Number of Jobs Created; Service hours
<b>VI. Help Me Grow</b>			
1. Welcome Home Visits for Newborns	<p>The Welcome Home Program provides a supportive home visit to families bringing home a newborn child for the first time. The skilled visitor gives information about the health of the new mother and baby and makes referrals to additional services and community supports as needed. The visitor conducts developmental screening and assessment procedures for the child. Families are provided practical information about feeding, bathing, diapering, childhood illness, and child development. Families are provided information about how to introduce siblings to the new baby. The service promotes early literacy by discussing the importance of literacy skills and by providing baby's first book to the family.</p>	Number of children served. Number of adults served. \$ Spent	Number of Service Units (Hours/ Home Visits/ Monthly Enrollment)

<b>Categories and Service Sub-Categories</b>	<b>Service Definition</b>	<b>Participants \$ Spent</b>	<b>Optional Service Units / Outcomes</b>
2.Early Start	Early Start assists families with basic child development information and assists the family with early infant stimulation and growth promoting activities. It is an ongoing home visiting approach that provides family support during the first three years of a child's life. It is aimed at helping families support the emotional, social, physical, and cognitive development of young children. It is aimed at infants and young children at risk of developmental delay without supportive services to the family. Services are provided on the basis of practitioner assessments and family goals. This effort assures that every child is attached to a primary health care giver. In addition to home visiting, the service assists families with service coordination when the family needs to find and arrange specialized services for the child or the family. It links the family to programs of early childhood learning, family literacy, and school readiness.	Number of children served. Number of adults served. \$ Spent	Number of Service Units (Hours/ Home Visits/ Monthly Enrollment)
3. Early Intervention Services	The Early Intervention Program provides services to families with children birth to three where the child is diagnosed as having a developmental delay. It provides resources for screening and diagnostic assessment. It provides ongoing home visiting services that provides family support to assist families in coping with physical or cognitive needs of their children during the first three years of a child's life. Families are provided information and guidance about working with the child as well as therapeutic intervention. The child is provided specialized services to meet the child's specific needs and assures that the family has a primary service coordinator.	Number of children served. Number of adults served. \$ Spent	Number of Service Units (Hours/ Home Visits/ Monthly Enrollment)
4. Community Outreach	Use of billboards, print and broadcast media, and other general community information/awareness activities designed to inform a general or targeted population about community needs and services available. Often community outreach is designed to prevent problems or at least prevent community and individual conditions from becoming more severe.	\$ Spent	
<b>VII. Out-of Wedlock Pregnancy Prevention</b>			

<b>Categories and Service Sub-Categories</b>	<b>Service Definition</b>	<b>Participants \$ Spent</b>	<b>Optional Service Units / Outcomes</b>
1. Family Planning Support, Clinical and Follow-up Services	Programs that provide for un-wed individuals a comprehensive overview of available birth control methods including information about fertility cycles, natural family planning, contraception and sterilization, and help people evaluate their options and select the method that best suits their needs. Programs that provide permanent or temporary measures by which an un-wed individual can prevent conception or an unplanned or unwanted birth. Includes programs that prescribe and/or supply oral or injectable contraceptives, cervical caps, condoms, intrauterine devices, foam, diaphragms or other temporary devices for preventing pregnancy. May include clinical visits to provide pre-pregnancy comprehensive family planning examinations to determine appropriate services and dosage and necessary follow-up services.	Number of youth (under age 20) served. Number of adults served \$ Spent	Number of service units (encounters, visits or hours)
2. Education Outreach & Mentoring Services	Programs that provide for un-wed individuals a variety of informational and supportive services which promote healthy attitudes and behaviors regarding sexuality with the objective of heightening awareness of the consequences of sexual activity and helping to avoid an unwanted pregnancy. Topics may include peer pressure, parent/teen communications, male/female relationships, values clarification, self-esteem, human reproduction, birth control and sexually transmitted diseases including AIDS. Included are prevention programs that address specific target populations which are regarded as being particularly susceptible as well as those that are intended to reach the entire community. May also include programs that assist individuals to resolve social, educational or personal problems that have arisen from being pregnant or the prospect of parenthood, and help them to make appropriate decisions regarding continuing their pregnancies and keeping and supporting the resulting children.	Number of youth (under age 20) served. Number of adults served \$ Spent	Number of service units (encounters, visits or hours)
3. Community Outreach	Use of billboards, print and broadcast media, and other general community information/awareness activities designed to inform a general or targeted population about community needs and services available. Often community outreach is designed to prevent problems or at least prevent community and individual conditions from becoming more severe.	\$ Spent	
<b>VIII. Domestic Violence</b>			

<b>Categories and Service Sub-Categories</b>	<b>Service Definition</b>	<b>Participants \$ Spent</b>	<b>Optional Service Units / Outcomes</b>
1. Shelter Services	Programs that provide temporary emergency shelter for adults who have experienced domestic violence and for their children. The service may include in-house individual, group and family counseling and the full range of secondary services related to domestic violence including referral to appropriate resources.	Number of children served. Number of Adults served. \$ Spent	Number of Service Units (Nights Sheltered)
2. Personal & Family Support Services	Programs that provide a variety of supportive services for victims of domestic violence which may include crisis counseling, safety planning, escort services, transportation, self-sufficiency activities, protective services, information about the mechanics of court proceedings, assistance with forms to file for reimbursement of crime-related expenses or losses, and/or advice and guidance concerning court appearances. Included are programs that provide therapeutic interventions for perpetrators and/or for individuals who have been victimized. Programs that provide assistance in the form of advocacy, arbitration, certificates/forms assistance, legal counseling, legal advice, legal representation, mediation, paralegal counseling, self-representation assistance and/or court watching which focus on a particular area of law.	Number of children served. Number of Adults served. \$ Spent	Number of Service Units (Hours)
3. Community Outreach	Use of billboards, print and broadcast media, and other general community information/awareness activities designed to inform a general or targeted population about community needs and services available. Often community outreach is designed to prevent problems or at least prevent community and individual conditions from becoming more severe.	\$ Spent	